MSS Exception

MSS QUICK REFERENCE GUIDE

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1. GUIDE OVERVIEW

This guide outlines the process to initiate a Manager Self Service (MSS) Exception request in UAccess Employee.   The MSS Exception request may be used in limited situations to process transactions that may not be supported by regular MSS forms. Systems Control manages and assigns the transaction numbers required to access the MSS Exception page.

2. REQUESTING AN MSS EXCEPTION

Contact Systems Control at 621-3664 to request an MSS exception. The request will be activated and an activation number assigned at the time the contact is initiated.

3. EMAIL INSTRUCTIONS

Systems Control will email instructions for accessing and creating the MSS Exception request.

3.1 NAVIGATION – MSS EXCEPTION REQUEST

Manager Self Service>MSS Online Forms>MSS Exception > Request MSS Exception

3.2 CREATING THE REQUEST

• Click the radio button to **Create New Exception Request.**
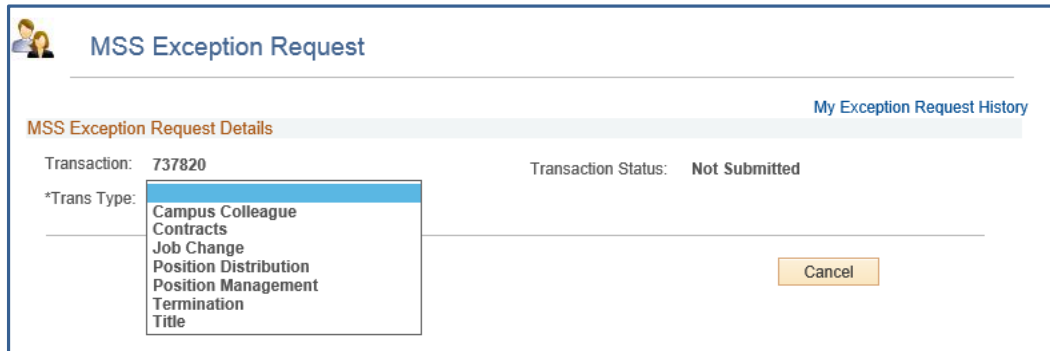

3.3 AUTHORIZATION NUMBER

The authorization number is created when Systems Control activates the request and is immediately available.

• Click on the **Authorization Nbr** link.

3.4 TRANSACTION TYPE

- Select the appropriate Transaction Type from Drop down menu
    - Campus Colleague
    - Contracts
    - Job Change
    - Position Distribution
    - Position Management
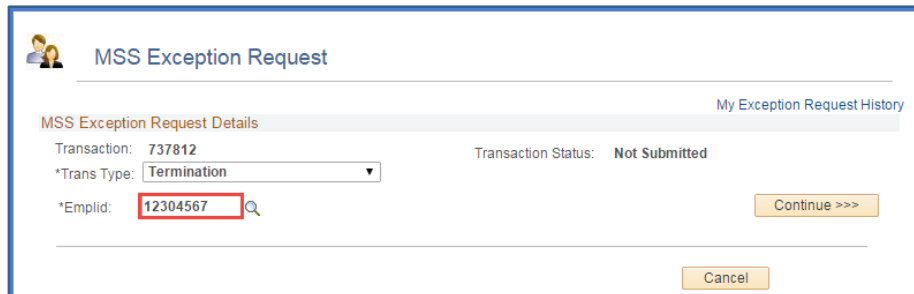   - Termination
    - Title

3.5 EMPLOYEE INFORMATION

Exception requests are assigned to the individual's UAccess Employee record for all transaction types excluding Position Management and Position Distribution (they are associated with positions).

- To assign the exception to the employee's MSS record
    - Enter the individual's Emplid
        - OR
    - Click on the magnifying glass

- Look up the employee by Last Name/First Name
    - Enter the employee's Last Name/First Name
    - Click on the **Look Up** button

- The last name/first name search will return names that meet the criteria
- Click on the EmplID link that corresponds with the employee's name

3.6 DEPT INFORMATION

Routing rules from the regular MSS transactions such as job data and the **Deptid for routing** entered determine the workflow for the exception request.

- Enter the **Dept ID # for Routing**

3.7 DESCRIPTION OF THE CHANGE

- Enter the description that identifies the change requested

3.8 JUSTIFICATION (REASON)

- Enter the detailed reason for the exception.

Note: Exceptions are not limited to error corrections; therefore, the justification may be that the process is not available in MSS.

*Request Justification:	Wrong date given for termination date on student employee rollover worksheet

3.9 ATTACHMENTS

Attach the required documentation for the transaction. This may be a PAF (Personnel Action Form), Emeritus Award Letter, etc.

1. Click the *Add Attachment* Link
2. Click the *Browse* button and navigate to your saved document to upload
3. Select the appropriate file
4. Click *Upload*

Required Atttachment: Termination Report

Attachments		Personalize | Find | View All | 🗗 | 🏢 First ◀ 1 of 1 ▶ Last
View Attachment	Description	Attached File
⚪ View Attachment	Emeritus_Status.docx	Emeritus_Status.docx

➕ Add Attachment   ➖ Delete Attachment

3.10 SUBMIT FOR APPROVAL

Click the **Submit** button to complete the transaction for routing and approvals.

Note: The document will not be saved or submitted if the **Exit** *or* **Return to Search** *buttons are selected prior to clicking on the* **Submit** *or* **Save for Later** *options.*

▷ Email History

Return to Search	Save for Later	Submit		Exit

4. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Systems Control
Jenny Ruiz	Systems Control
Esperanza Gallagher	Systems Control

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	04/13/2015	Initial Draft	Jenny Ruiz